

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

To,

The Income Tax Officer,  
[Income Tax Office Address]  
[City, State, Zip Code]

Subject: Application for PAN Card Alteration

Dear Sir/Madam,

I am writing to request an alteration in my Permanent Account Number (PAN) card details. Below are my details for your reference:

**\*\*Name:\*\*** [Your Full Name]

**\*\*PAN Number:\*\*** [Your PAN Number]

**\*\*Date of Birth:\*\*** [Your Date of Birth]

**\*\*Current Details:\*\*** [Brief description of current details that need alteration]

**\*\*Request for Alteration:\*\*** [Brief description of the changes required]

I have enclosed copies of the relevant documents to support my request.

Kindly process my application at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]